



**State of Louisiana**  
DIVISION OF ADMINISTRATION

**OFFICE OF STATE UNIFORM PAYROLL**

M. J. "MIKE" FOSTER, JR.  
GOVERNOR

MARK C. DRENNEN  
COMMISSIONER OF ADMINISTRATION

March 23, 2000

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2000-61

TO: All UPS Agencies and Other Departments

FROM: Ronald S. Mitchell  
Director

SUBJECT: American Public Life (MSJ) and Guaranty Assurance Company (MSE) Rate Increases

American Public Life (MSJ) and Guaranty Assurance Company (MSE) will be implementing an across the board rate increase effective July 1, 2000. American Public Life has a rate increase for **Denta Care I, Denta Care II, and certain cancer policies**. Guaranty Assurance Company has a rate increase for **Prepaid Dental Plan policies**. American Public Life and Guaranty Assurance Company will mail letters to all agencies affected by this rate increase, along with a list of the employees' current deduction amount and the increased amount. Letters will also be mailed from each insurance company to the employees affected, notifying them of this change. Included with the letter will be a new Payroll Deduction Authorization Form (SED-4) with the new rates and all other products and premiums employees have with the insurance company.

Employees who accept the increase must sign the forms and send them back to either American Public Life or Guaranty Assurance Company by May 15, 2000. American Public Life and Guaranty Assurance Company will forward a signed copy of the SED-4 form to the payroll office by June 10, 2000, to be entered. Agencies should have all deduction changes entered for the July 14, 2000, payday. Employees who do not submit the signed SED-4 by the May 15 deadline will have their policies canceled upon notice from the insurance company effective July 1, 2000.

American Public Life and Guaranty Assurance Company will prepare and send a list of employees who did not agree to the increased rate (did not sign the new payroll authorization form) to the payroll offices by June 10, 2000. This list will include the employee's name, social security number, and product. A new Payroll Deduction Authorization Form, SED-4, listing existing products and/or no deduction amount for the rate change, will also be mailed to the employee and agency indicating that coverage has been canceled effective July 1, 2000. **These cancellations and/or rate increase changes must be entered by pay period end date of July 9, 2000, to avoid refunds after the plan year has begun.**

If you have any questions about the rate increase, contact the insurance companies' coordinators:

American Public Life Insurance Co.	Sharon Starnes	1-800-256-8606 Ext. 214
Guaranty Assurance Company	Mark T. Ard	(225) 291- 3172

Any other questions should be directed to Karen Antoine at (225) 342-5354.

RSM:KWA/kmb

c: Ray Harrison, State Employees Group Benefits Plan  
Sharon Starnes, American Public Life Insurance Company  
Mark T. Ard, Guaranty Assurance Company